

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

U.S. Embassy Ashgabat

2. AGENCY

State

3a. POSITION NO.

A52104

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

a. Redescription of duties: This position replaces

Position No. _____

(Title) _____ (Series) _____ (Grade)



b. New Position



c. Other (explain) To confirm accuracy before advertisement of the vacant position. The language requirements were revised.

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)a. Post Classification Authority
HRO

Purchasing Agent , FSN-810

07

BJM

10/20/10

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

Management Office

a. First Subdivision

GSO

b. Second Subdivision

Procurement unit

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

Serdar Pigamov

01/31/2011

Typed Name and Signature of Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Andrew Berdy

01/31/2011

Typed Name and Signature of Section Chief or
Agency Head

Date(mm-dd-yy)

Benjamin Mills

01/31/2011

Typed Name and Signature of Admin or Human
Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

As directed by the Procurement Assistant (Supervisor) procures a variety of goods and services for the Embassy and Agencies from local and overseas sources of supply. Upon receipt of requests for items or services, initiates procurement actions including research for appropriate sources of supply, keeping in view the cost, quality and specification desired.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

40% - on regular bases prepares and places purchase orders for local procurement exceeding 50,000.00 and overseas delivery orders exceeding 50,000.00. Prepares and places Purchase Card Orders of \$3,000.00 and higher (up to \$25,000) using forced authorization procedures. According to the complexity of the local market establishes BPAs (Blanket Purchase Agreement) with multiple suppliers to streamline mission operations. Prepares and concludes Blanket Purchase Agreements on local goods and services. Can be called upon to do “off-the-shelf” local procurements under the petty cash limit of \$500.00.

Requests Bulk funds for BPAs and Purchase Card Orders in advance for at least 3 months from B&F Section according to requestors’ needs and planning ahead. Verifies and checks invoices submitted by BPAs holders with requestor prior submission to Finance Management for payment.

30% - maintains and updates local and overseas Procurement Logs, B&F shared Purchase Card Tracking Logs and Citibank statement reports for GSO and FMO approval. On regular basis updates Electronic Data Interchange Log (will be replaced by WEB/PASS System) providing customers with the status of orders. Cooperates with warehouse personnel: receiving clerk on receiving reports; warehouseman on clarifying quantity of items to be ordered for stock control and B&F stuff-clarification of funds appropriateness: on regular basis requests fiscal data for air and ground transportation via USDA, ELSO and DPM. Supports a Procurement Supervisor in funds deobligation process.

10% - Reviews requests for completeness and presence of necessary technical information. Conducts market surveys to identify local sources of supply; requests bids or quotations by telephone, correspondence, or advertisement. Contacts vendors to negotiate prices, to resolve problems, to clarify specifications, and discuss substitutions. Reviews responses and prepares summaries and analyses, making recommendations as to the best offer.

10% - Checks cash memos, invoices and estimates against requisition for accuracy. After ensuring the correctness of invoices prepares payment vouchers for payment to vendors and suppliers and provides them payment status. In case of any dispute takes corrective measures in coordination with a Procurement Supervisor.

5% - Prepare Real Estate lease agreements and modifications for the Embassy’s residential leases.

5% - Other duties as assigned by the supervisor.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Minimum two years of college or university studies.
- b. **Prior Work Experience:**
Two years of purchasing or related experience.
- c. **Post Entry Training:** On the job instructions; online Purchase Card Training, and Simplified acquisitions training, Contract Administration after a minimum of six months on the job.
- d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Level III (good working knowledge) English and Russian are required.

e. **Job Knowledge:** Embassy organization, procurement process and relationship between GSO and FMO. Extensive knowledge of US Government procurement policies and regulations that FAR, DOSAR and Overseas Cookbook. Must have very good knowledge and understanding of local market practices and suppliers. Good knowledge of post financial system is required.

f. **Skills and Abilities:** Advanced knowledge of soft computer programs, such as Word, Excel, Access, Power Point, Internet Explorer, etc. Should have excellent numeric skills and be able to analyze and prepare statistical and analytical reports. Driving license (category B).

16. **POSITION ELEMENTS**

a. **Supervision Received:** General supervision from Senior Procurement Assistant is required. All substantive work is subject to review for compliance with purchasing regulations and procedures.

b. **Supervision Exercised:** None

c. **Available Guidelines:** US Government purchasing regulations, post policies and procedures.

d. **Exercise of Judgment:** In making procurement decisions, customers' requirement determination, in prioritizing tasks and diagnosing situations or conditions related to everyday Procurement activity.

e. **Authority to Make Commitments:** None

f. **Nature, Level, and Purpose of Contacts:** Contacts with overseas and local vendors by phone, fax and email for clarification on ordinary and complex questions. Interacts with the DOS Procurement Head Office's officers on outstanding procurement issues and guidelines; US Government Shipping Agencies personnel in USDA, APO and ELSO for providing fiscal data and other related to shipping issues. Within the mission communicates with Procurement Supervisor and Contracting Officer for procurement related issues, Finance Management for clarification of funds appropriateness and payment issues; Citibank reps when charges disputes or other payment issues are applicable; embassy section staff for defining requirements.

g. **Time Expected to Reach Full Performance Level:** One year